

# Utah ATE Skills Certification

## Graphics Arts/Printing Technology

### Performance Evaluation

569 Digital File Preparation - QuarkXPress

Name \_\_\_\_\_

Class Period \_\_\_\_\_

The performance evaluation is a required component of the Skill Certification process. Each student **must be evaluated** on the following ten (10) required performance standards. Performance standards may be completed and **evaluated anytime during the course**.

- Students should be aware of their progress throughout the course, so that they can concentrate on the objectives that need improvement.
- Students should be encouraged to repeat the objectives until they have performed at a minimum level of moderately to highly competent.

Highly competent	Successfully demonstrated without supervision
Moderately competent	Successfully demonstrated with limited supervision
Limited competence	Demonstrated with close supervision
Not competent	Demonstration requires direct instruction and supervision
- When at least 80% of the objectives within a standard have been achieved at a moderately to highly competent level then the "yes" box is checked on the last line of that standard. When less than 80% of the objectives within a standard have not been achieved at a moderately to highly competent level then the "no" box is checked on the last line of that standard.
- All performance objectives **MUST** be completed and evaluated prior to the written test.
- The teacher will bubble in "A" on the answer sheet for item #81 for students who have achieved "YES" in all standards.
- The teacher will bubble in "B" on the answer sheet for item #81 for students who have ONE or more "NO" in any of the standards.
- The signed performance evaluation sheet(s) **MUST** be kept in the teacher's file for two years.
- A copy of the Summary Score Sheet is also to be kept on file with the school's ATE Skill Certification testing coordinator for two years.

Students who achieve 80% of a moderately to highly competent on ALL performance standards and 80% on the written test will be issued an ATE Skill Certificate.

#### 10.0304-01 Introduction

Identify line images.	01
Identify continuous tone/halftone images.	02
Identify basic process color principles	03
Identify kinds of four color printing.	04
Demonstrate keyboard typing proficiency.	05
Yes <input type="checkbox"/> No <input type="checkbox"/>	

#### 10.0304-02 Measurement

Measure linear dimensions in inches and fractions of inches.	01
Measure linear dimensions in millimeters.	02
Measure copy, text, and leading in points.	03
Identify digital image measurement concepts (resolution, file size, screens, tints)	04
Measure copy for reduction and enlargement to determine percentages.	05
Yes <input type="checkbox"/> No <input type="checkbox"/>	

#### 10.0304-03 Basic Math

Solve addition of whole number, fraction, and decimal problems.	01
Solve subtraction of whole number, fraction, and decimal problems.	02
Solve multiplication of whole number, fraction, and decimal problems.	03
Solve division of whole number, fraction, and decimal problems.	04
Solve fractional to decimal conversion problems.	05
Solve decimal to fractional conversion problems.	06
Solve decimals to percent conversion problems.	07
Solve basic linear measurement problems.	08
Solve inches to points conversion problems.	09
Solve points to inches conversion problems.	10
Solve copy reduction problems.	11
Solve copy enlargement problems.	12
Calculate digital file size at various resolutions.	13
Calculate digital file size in various image modes.	14
Calculate the correct image resolutions for various output methods.	15
Yes <input type="checkbox"/> No <input type="checkbox"/>	

#### 10.0304-04 File Management

Explain the difference between word processing, illustration, image editing, and page layout.	01
Select appropriate software for word processing, illustration, image editing, and page layout.	02
Identify various digital storage media.	03
Identify appropriate file transfer methods.	04
Define preflighting and its use.	05
Preflight a document using application preflight software.	06
Identify various font formats and their uses.	07
Identify font management software and its use.	08
Demonstrate the proper use of font management software.	09
Identify different file formats and their uses.	10
Save images and documents into the appropriate file format.	11
Download electronic clipart from appropriate sources.	12
Identify the differences between raster and vector.	13
Create a PDF file of a created document.	14
Organize, delete, and rename files according to project requirements.	15
Yes <input type="checkbox"/> No <input type="checkbox"/>	

<b>10.0304-05 Design &amp; Type</b>		
Identify fundamental typeface terminology.	01	
Identify specific characters terminology.	02	
Identify various typeface characteristics and their uses.	03	
Identify the basic type styles and their uses.	04	
Define dingbats, bullets, rules, and symbols and their uses in publications.	05	
Distinguish between display (headline) type and body (text) type.	06	
Identify the basic type styles and their uses.	07	
Explain letterspacing, tracking, and kerning of type characteristics.	08	
Explain wordspacing and the relation of em and en in paragraph spacing.	09	
Define linespacing / leading of text.	10	
Define type alignment: flush left, flush right, centered, justified, and force justified.	11	
Define design and it's role in graphic communications.	12	
Identify the basic elements of design (lines, shapes, mass, texture, color)	13	
Identify the basic principles of design (unity, contrast, proportion, balance, rhythm)	14	
Prepare a series of hand-drawn sketches for layouts.	15	
Yes <input type="checkbox"/> No <input type="checkbox"/>		

<b>10.0304-06 Page Layout — QuarkXPress</b>		
Identify the page layout elements.	01	
Identify appropriate uses of the page layout elements.	02	
Select Appropriate page layout software for a given job.	03	
Identify QuarkXPress's capabilities, advantages, and disadvantages.	04	
Design and produce a single color document.	05	
Design and produce a document using spot color.	06	
Design and produce a document using process colors.	07	
Create a design/publication using electronic clipart.	08	
Create a printed piece using tints, reverses and manipulating type for effect.	09	
Demonstrate the use of an electronic dictionary, and spell checker.	10	
Demonstrate the use of automatic hyphenation.	11	
Demonstrate a functional knowledge of QuarkXPress's keyboard shortcuts/menus.	12	
Demonstrate text alignment, element positioning and rules of page design.	13	
Demonstrate the use of master pages.	14	
Demonstrate the use of style sheets.	15	
Demonstrate the ability to format text (font, size, style).	16	
Demonstrate the ability to adjust character attributes (setwidth, kerning, baseline).	17	
Set up column grids for digital page layout according to job specifications.	18	
Proofread, edit and make corrections/adjustments to copy on screen.	19	
Proofread manuscript copy and make necessary corrections.	20	
Set up/select appropriate pagination for a given job.	21	
Set text with appropriate margins, formatting, gutters, and proper leading.	22	
Import copy from word processing program to QuarkXPress.	23	
Import a graphic image from an existing file into a QuarkXPress publication.	24	
Demonstrate the procedure for cropping and resizing digital images.	25	
Create a 2-sided, 3-panel, brochure using graphics and text.	26	
Create a 2-page newsletter using drop caps, text wrap, and graphics.	27	
Create a 4-page newsletter using graphics, display text, and body text.	28	
Demonstrate importing scanned images into QuarkXPress.	29	
Create an imposition for a multiple page document in QuarkXPress.	30	
Yes <input type="checkbox"/> No <input type="checkbox"/>		

<b>10.0304-07 Image Capture</b>		
Define the difference between analog and digital images.	01	
Identify scanner hardware and software basic components, uses, and limitations.	02	
Demonstrate appropriate scanner/program operations for line art.	03	
Demonstrate appropriate scanner/program operations for continuous tone copy.	04	
Demonstrate appropriate scanner/program operations for printed images.	05	
Identify high/low resolution images.	06	
Explain the various components and operations of a digital camera.	07	
Demonstrate appropriate digital camera operations for image capture.	08	
Import digital images from a digital camera into the computer.	09	
Create a proof sheet of images captured by a digital camera.	10	
Yes <input type="checkbox"/> No <input type="checkbox"/>		

<b>10.0304-08 Digital Image Editing</b>		
Demonstrate a functional knowledge of keyboard shortcuts/menus and procedures for their uses in an image editing program (e.t. Photoshop).	01	
Edit a raster image image image editing program.	02	
Identify filters and their using in a image editing program.	03	
Create a design using filters in a image editing program.	04	
Identify layers and their using in a image editing program.	05	
Demonstrate the use of selection tools in a image editing program.	06	
Create a design using layers in a image editing program.	07	
Change the color mode of an image in a Image editing program.	08	
Change image resolution in a image editing program.	09	
Change image size in a image editing program.	10	
Yes <input type="checkbox"/> No <input type="checkbox"/>		

<b>10.0304-09 Digital Illustration</b>		
Demonstrate a functional knowledge of keyboard shortcuts/menus and procedures for their use in a image editing program (e.t. Illustrator).	01	
Draw a design appropriate for a given job using a image editing program.	02	
Create a design using tints and fills for a given job using a image editing program.	03	
Create a design using manipulated type using a image editing program.	04	
Trace a drawing/photograph using a image editing program.	05	
Yes <input type="checkbox"/> No <input type="checkbox"/>		

<b>10.0304-10 Digital File Output</b>		
Define CTP.	01	
Demonstrate the proper procedures on printing a proof to a laser and/or inkjet printer using page layout software.	02	
Output separations from a page layout document document.	03	
Define postscript.	04	
Explain the purpose of a folding dummy.	05	
Define various impositions systems such as work & turn, work and tumble, and sheetwise.	06	
Identify analog and digital equipment for producing offset plates.	07	
Produce an analog or digital plate for an offset printing.	08	
Explain the basic principle of dot gain and its impact on printed materials.	09	
Explain the purpose of a pin registration system.	10	
Yes <input type="checkbox"/> No <input type="checkbox"/>		

**The instructor must retain a copy of this Performance Evaluation for two years after the student has left the program.**

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School \_\_\_\_\_